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8 May 1953

MEMORANDUM FOR: Members, CIA Career Service Board

FROM: Chairman, CIA Career Service Board

SUBJECT: Weekly Meetings of the Board

(BOARD)

1. In order to speed up the work of the Board I have inaugurated a system of regular meetings each Monday at 3:00, and have especially requested General Morris, [redacted] and Colonel Baird to attend in order to assist in this work. All members of the Board are, of course, invited, and will be cordially welcome. However, a steering group such as the above can take care of necessary paper work and prepare items for the regular monthly meetings of the entire Board which itself will take action on all policy matters. The weekly meetings will be conducted as informally and as briefly as possible.

2. At the meeting on Monday, 11 May, at 3:00 p.m., which will be held in the DCI's Conference Room, Administration Building, it is proposed that the following matters be discussed:

- a. Training Policy (see memorandum for the Director of Training, attached)
- b. Executive Inventory (see draft of Staff Study, attached)
- c. Insurance Study (see memorandum from Executive Secretary, attached)
- d. Consideration of the following question: "What guidance should the CIA Career Service Board give to the Office Career Service Boards in order that greater uniformity in the application of Career Service principles may be obtained?"

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LYMAN B. KIRKPATRICK
 Chairman, CIA Career Service Board

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